

QUEENSLAND UNIVERSITY OF TECHNOLOGY



## **IFN 645 – Data Mining Technology and Applications**

**Assessment item: TEAM AGREEMENT**

**<Team name: Data mining novices>**

**Prepared by: IFN645 group No.33**

***Yen-Chang, Chen (n9861718)***

***Yixi Zhou (n9899291)***

***Anthony Lam (n9778977)***

***<Due date: 1th April 2018>***

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## Sign-off and Approvals

Team Agreement Sign-Off:		
The undersigned members of this team agree to abide by this team agreement to ensure the successful completion of the < <b><i>The analysis of potential organic product buyers</i></b> > project to meet the client's requirements and timeframes.		
Student number & name	Signature	Date
1. Yen-Chang, Chen (n9861718)	Yen-Chang, Chen	12/30/2018
2. Yixi Zhou (n9899291)	Yixi Zhou	12/30/2018
3. Anthony Lam (n9778977)	Anthony Lam	12/30/2018

## Document Change History

Revision Number	Date of Issue	Author(s)	Brief Description of Change
1.0	05-Mar-2018	YCC	Team agreement template establishment
2.0	12-Mar-2018	YXZ	Adding team principle
3.0	15-Mar-2018	AL	Adding conflict management
4.0	29-Mar-2018	YCC	Adding penalties for non-compliance

## 1 Introduction

The purpose of this document is to discuss and agree on the operating norms (principles and communication processes) for <***Data mining novices***> who are a team of students in <***Data Mining Technology and Applications***>.

The aim of the team agreement is to describe the principles underpinning effective teamwork and how they will be applied by this team during the <***The analysis of potential organic product buyers***> project. In this way the agreement provides a communication tool and contract between team members and their teaching team regarding their obligations, responsibilities, activities and grades to ensure successful processes, product, and outcome.

This document includes:

- High level principles contributing to an effective team;
- Agreed communication and operational processes to action the principles.
- Definitions of minor and major non-compliance and examples of instances that may constitute a breach of the agreement's conditions.
- Dispute resolution and conflict management processes.

## 2 Team Agreement

All team members must have participated in the formulation of this Team Agreement and are committed to abide by it.

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## 2.1 Team Principles and Processes

<ul style="list-style-type: none"><li>• Principle (What): Weekly meeting.</li><li>• Rationale (Why): Regular meeting allows useful information exchange and provides inspection for weekly progress.</li><li>• Operational Processes (How)<ul style="list-style-type: none"><li>○ Setting available time schedule for everyone,</li><li>○ Discussing current progress of this project,</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Principle (What): Project quality assurance.</li><li>• Rationale (Why): Quality assurance is important for the final grading.</li><li>• Operational Processes (How)<ul style="list-style-type: none"><li>○ Everyone should look through the assignment before the submission.</li><li>○ Asking tutor for unclear description in the assignment.</li><li>○ Justifying the answers by providing sufficient evidence (screenshot)</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Principle (What): Show respect for one another.</li><li>• Rationale (Why): A healthy professional atmosphere will facilitate positive team outcomes.</li><li>• Operational Processes (How)<ul style="list-style-type: none"><li>○ listen to each others ideas,</li><li>○ avoid abusive language,</li><li>○ try not to dominate the other team members,</li><li>○ give equal speaking time to all members</li></ul></li></ul>

## 2.2 Non-Compliance

<ul style="list-style-type: none"><li>• Minor non-compliance for team meeting<ul style="list-style-type: none"><li>○ Missing the regular meeting due to heavy study workload or sickness</li><li>○ Being late for the meeting</li></ul></li><li>• Major non-compliance for team meeting<ul style="list-style-type: none"><li>○ Providing no contribution during meeting process</li><li>○ Ignoring regular meeting schedule</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Minor non-compliance for quality assurance<ul style="list-style-type: none"><li>○ Providing insufficient depth of analysis in the assignment</li><li>○ A few spelling errors in the assignment</li></ul></li><li>• Major non-compliance for quality assurance<ul style="list-style-type: none"><li>○ Providing no evidence to support your justification in this assignment</li><li>○ Unable to deliver expected output by the deadline.</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Minor non-compliance for showing respect to others<ul style="list-style-type: none"><li>○ None</li></ul></li><li>• Major non-compliance for showing respect to others<ul style="list-style-type: none"><li>○ Verbal assault</li><li>○ Ignoring any positive advices from others</li></ul></li></ul>

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### 2.3 Dispute Resolution & Conflict Management

<ul style="list-style-type: none"><li>• Minor breaches of team meeting<ul style="list-style-type: none"><li>○ Negotiating the meeting time</li><li>○ Meeting after lecture or practical to ensure everyone's availability</li></ul></li><li>• Major breaches of team meeting<ul style="list-style-type: none"><li>○ Documenting this issue in team agreement</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Minor breaches of quality assurance<ul style="list-style-type: none"><li>○ Politely ask the person to redo or rectify his work</li></ul></li><li>• Major breaches of quality assurance<ul style="list-style-type: none"><li>○ Documenting this issue in team agreement</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Minor breaches of showing respect to others<ul style="list-style-type: none"><li>○ Sit together and discuss peacefully</li></ul></li><li>• Major breaches of showing respect to others<ul style="list-style-type: none"><li>○ Documenting this issue in team agreement</li></ul></li></ul>

### 2.4 Peer Appraisal

Marker	Yen-Chang, Chen	Yixi Zhou	Anthony Lam
Yen-Chang, Chen	< 82 %>	< 80 %>	< 81 %>
Yixi Zhou	< 83 %>	< 79 %>	< 81 %>
Anthony Lam	< 81 %>	< 80 %>	< 80 %>

## 3. Conclusion

This document has articulated the high level and operational processes agreed to by <**Data mining Novices**>. This team agreement will apply for the duration of the <**The analysis of potential organic product buyers**>. To meet the objectives of the project and demonstrate their abilities as IT professionals, team <**Data mining Novices**> will implement the principles, processes and management activities described. This team agreement will be used in marks distribution if there is dispute in a team.

## References

QUT (2016). *ITB002 IT Professional Studies: Week 1 document*.

QUT (2016). *ITB002 IT Professional Studies: Team Process Management Requirements*.

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